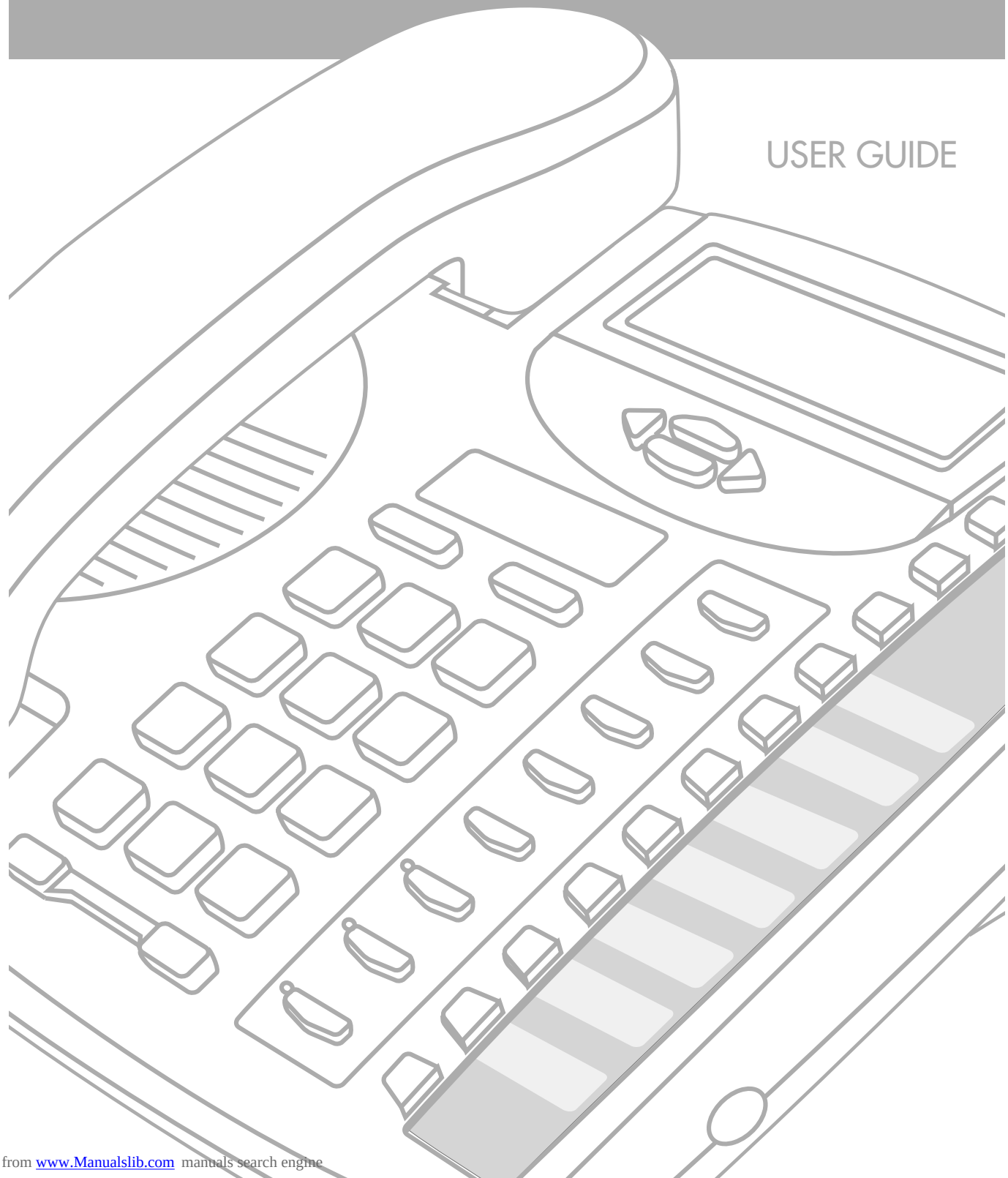
9133i SIP IP PHONE

USER GUIDE



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Introduction

This 9133i IP telephone has all the features of a regular business phone, allowing you to make and receive calls, transfer, conference and more. The 9133i IP telephone provides communications over an IP Network using the SIP IP telephony protocol.

Phone Features

- Three-line adjustable backlit display screen
- 3 line/call appearance buttons with corresponding lights
- 7 programmable buttons with lights, which can be programmed as speed dials, or additional line/call appearances
- Full-duplex speakerphone for handsfree calls
- Built-in-two-port, 10/100 Ethernet switch which lets you share a connection with your computer
- Inline power support, which eliminates power adapters.

Requirements

- A SIP based IP PBX system or network installed and running with
- A SIP account created for the 9133i phone
- Access to a Trivial File Transfer Protocol (TFTP) server
- 802.3 Ethernet/Fast Ethernet LAN
- Category 5/5e straight through cabling
- Power over Ethernet (PoE) power supply (optional accessory that is necessary only if no inline power is provided on the network).

Installation and Set-up

If your system administrator has not already set-up your 9133i phone, please refer to the *Aastra 9133i Installation Guide* for basic installation and physical set-up of the 9133i. For more advanced administration and configuration information, system administrators should refer to the *Aastra SIP 9133i IP Phone Administration Guide*.

About This Guide

This guide explains how to use your new 9133i phone. Not all features listed are available by default. Contact your system administrator to find out which features and services are available on your system. Your system administrator also has the ability to customize some features on this phone.

Documentation

- ***Aastra 9133i IP Installation Guide*** – installation and set-up instructions, general features and functions, and basic options list customization. This guide is included in the box with your phone.
- ***Aastra SIP 9133i IP Phone User Guide*** – explains the most commonly used features and functions. This guide can be downloaded from www.aastra.com
- ***Aastra SIP 9133i IP Phone Administration Guide*** – explains how to set the 9133i phone up on the network and contains advanced configuration instructions for the 9133i. This is an administrator level guide. This guide can be downloaded from www.aastra.com

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Getting Started

The 9133i must be set up and configured prior to its first use. This section describes phone behavior and start up screens you may see when the phone is first plugged in, or when it is restarted.

When You First Plug in Your Phone

The 9133i automatically begins the start up sequence as soon as it is connected. The phone goes through this process the first time you plug in your phone and every time you restart your phone. The first screen the phone displays is the Aastra splash screen.

Updating Your Phone

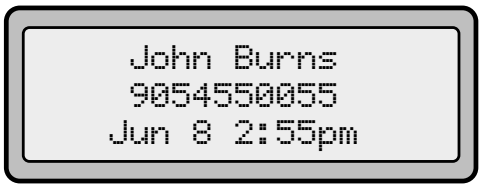
After displaying the Aastra splash screen, the 9133i checks settings and looks for new configuration and firmware updates for the phone from the server. If a new update is found, the phone displays the message "Updating Config" or "New Firmware". This may take a few moments while the phone downloads the latest updates.

NOTE: New updates to your phone can be automatically scheduled from the server. This is set up on the phone system by your system administrator and should be scheduled during non-business hours or slow call periods.

Important! Do not unplug or remove power to the phone while it is checking or installing firmware.

Start up Screens

After the phone displays the Aastra splash screen or after downloading an update, the phone displays the **Idle State** screen:



The basic **Idle State** screen lists your name, extension, and today's date and time. This screen is shown whenever your phone is not in use.

Incomplete Config.

If your phone displays a "No Service" message without any extension or user name at the end of the start up sequence instead of the **Idle State** screen, this means your system administrator has not set up your extension correctly. Contact your system administrator for assistance.

No Service

The "No Service" or "Network disconnected" prompt appears on the display and the telephone status light turns on when the phone is not properly connected to the network, or the account has not been configured by the administrator. The phone also displays the default time and date of 12:00am Jan. 1st, 2000. Check that the cables are tightly connected to the phone and to the wall jack. The phone should automatically detect when the connection is reconnected and will display the "Network Connected" prompt temporarily. If changes have been made to your phone settings, you may need to restart your phone. See the following section **"Setting Your Options"** on page 4 for instructions on how to restart your phone.

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For more information about connecting your phone, refer to the *Aastra 9133i Installation Guide* under the section **"Connecting to the Network and to Power"**. Check with your system administrator for assistance.

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Setting Your Options

Pressing the button gives you a list of configurable options.

The first seven options allow you to customize your phone settings. For more information, see the section **"Customizing Your Phone"** in the *Aastra 9133i Installation Guide* included with your phone.

1	Language
2	Time and Date
3	Set Ring Tone
4	Clear Msg. Wtg.
5	Contrast Level
6	Live Dialpad
7	Headset Settings
8	Network Settings
9	SIP Settings
10	Phone Status

Options 8 and 9 are generally considered to be administrator level options, and require a password to access. The Default setting under Option **10.** Phone Status also requires a password. Some options should only be set up or changed by your system administrator. For more information, refer to the *9133i Installation Guide* or contact your system administrator.

Restarting Your Phone

You may want to restart your phone to check for updates for your phone on the server. You may occasionally need to restart your phone to set changes or updates to your phone or network settings. You may also need to restart your phone if you have been asked to do so by your system administrator, or should you experience any unexpected behavior.

To restart your phone:

1. Press the Options button on the phone to enter the **Option** list.
2. There are two ways you can access your options list:
   - **a**. Use ▼ to scroll down the list of options to **10.**Phone Status and press ▶ to select,

     or

   - **b**. You can press **0** to jump directly to this option.
3. Press ▼ to move to the **3.** Restart Phone option,

   or

   You can press **3** to jump directly to this option.
4. Press ▶ to confirm and restart the phone. If you do not wish to restart your phone, press ◀ to cancel.

NOTE: Your phone will be out of service temporarily during the restart and downloading process.

You can also restart your phone through the Aastra Web Client. See the section **"Accessing the Aastra web client"** on page 17 for more details.

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Using Your Phone

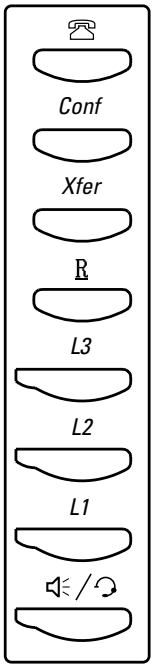
The following sections describe the various 9133i phone key functions, and how they help you make and manage your calls and caller information.

Hard Keys

The hard keys on your phone labelled:

- Callers ☎
- Conference Conf
- Transfer Xfer
- Redial R

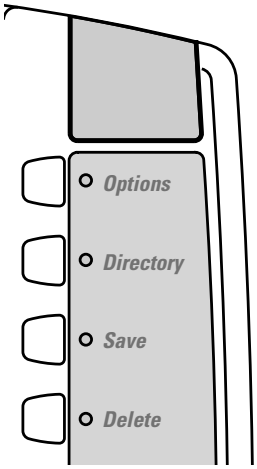
are configured for the call handling features. These keys are static and cannot be programmed or changed. They are located to the right of the dial pad. There are also 3 line keys (L1, L2, L3), located below the hard keys. See the section **"Multiple Line and Call Appearances"** on page 6 .



The keys labelled:

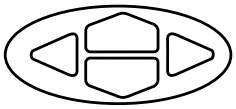
- Options Options
- Directory Directory
- Save Save
- Delete Delete

are configured for managing phone features and settings. These keys are static and cannot be programmed or changed. They are located to the far upper right of the dial pad.



Navigation Arrow Keys

The arrow keys located below the display are navigation keys that allow you to scroll through and select various options.



Programmable keys

There are 7 programmable keys on the 9133i phone, located beneath the Delete key, to the far right of the dial pad. They can be programmed as speed dials, or can be set up to quickly access features such as Call return (*69) or Voicemail. Your system administrator can also configure these keys into extra line keys, or set one up as a Do Not Disturb (DND) key.

See the section **"Programmable Keys"** under **"Managing Calls"** on page 12 for information on how to program your speed dials.

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Multiple Line and Call Appearances

The 9133i has 3 hard line/call appearance buttons each with a corresponding status light and up to 7 programmable keys that can be configured into line keys using the configuration files.

These line/call appearance buttons and lights can represent physical lines, calls for your extension or calls from a group that your extension is part of. By pressing a line/call appearance button, you connect to the line or a call it represents. The line/call appearance light indicates the status of that line or call. When the phone is taken off-hook, the phone will automatically select a line for you.

Line/Call Appearance Light Behavior	Line/Call Appearance Status
Off	Idle line or no call activity
Light flashes quickly	Ringing
Light is solid	Connected
Light flashes slowly	Hold

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Making Calls

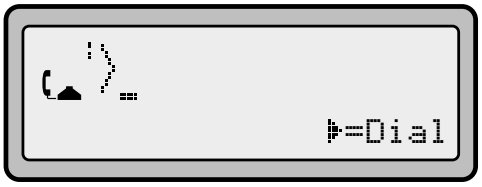
This section describes ways to make calls on your 9133i phone, using your handset, speakerphone or headset.

Dialing a Number

First, take the phone off-hook by:

- lifting the handset
- pressing or
- pressing a line/call appearance button.

At the dial tone, enter the number you wish to call. If you are unable to make calls within certain area codes, check with your system administrator for any toll restrictions placed on your extension that may restrict your access to long distance area codes or dialing prefixes.



When your party picks up, a timer appears on your display that records the length of your call.

Using Handsfree Speakerphone

The handsfree feature allows you to speak to someone without using the handset or headset. Your phone must be in either the Speaker or Speaker/Headset audio mode. You can set your desired audio mode through **#7. Headset Settings** in the Options list. For more information, see the section **"Customizing Your Phone"** in the *9133i Installation Guide*.

- To dial using handsfree, first press and enter a number at the dial tone.
- To answer a call on your phone using handsfree, press or the line/call appearance button.
- If you are in Speaker audio mode, lift the handset and press to switch between handsfree and handset.
- If you are in Speaker/headset audio mode, press to switch between handsfree and headset.
- When the handset is on hook, press to disconnect the call. When handsfree is on, the speaker light turns on.

Using a Headset

The 9133i accepts headsets through the modular RJ9 jack on the back of the phone. Contact your telephone equipment retailer or distributor to purchase a compatible headset.

NOTE: Customers should read and observe all safety recommendations contained in headset operating guides when using any headset.

Advanced Volume Controls for the Headset Mic

On the 9133i, there are 3 options for the headset microphone volume.

To change the volume:

1. Press Options to enter the options list.
2. Use to scroll down the list of options to **7. Headset Settings** and press ▶ to select,

   or
3. Press **7** to jump directly to this option, and press ▶ to select.
4. Press to scroll down to **Headset mic volume** and press ▶ to select.
5. Use to scroll down the list and press ▶ to select your desired volume.
6. Press ▶ to save changes and ◀ to exit.
7. If you do not wish to save changes, press ◀ to return to the previous screen.

NOTE: By default, the volume for the head-

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set microphone is set to medium.

Making and Receiving Calls Using a Headset:

1. Ensure that you have selected a headset audio mode by accessing the options list (under option `#7 - Headset Settings`).
2. Plug the headset into the jack.
3. Press the key to obtain a dial tone or to answer an incoming call. Depending on the audio mode selected from the options menu, a dial tone or an incoming call will be received on either the headset or the handsfree speakerphone.
4. Press the key to end the call.

Redial

Press R to dial the most recent number you dialed from the phone. If you are off-hook and press R the last number you called will be called back. If you are on-hook and press R, a **Redial Directory** list appears on-screen. The redial list stores up to the last 100 numbers you called, allowing you to scroll through and select the number you wish to redial.

Accessing the Redial List

1. If you are off-hook and press R, the telephone automatically dials the last number you called.
2. If you are not on the phone, press R to display the most recently dialed number and use ▼ ▲ to scroll through the list to view the other numbers
3. Press ▼ to see the second most recently dialed number, or ▲ to see the oldest call on your list.
4. To dial the displayed number press , or lift the Handset or press any line keys.
5. Press or the R key to cancel.

Deleting from the Redial List

NOTE: You cannot delete individual entries in the Redial List.

To Delete All Items:

1. Press R .
2. Press *Delete*, then press *Delete* again at the prompt to erase all items.

Mute

Press the *Mute* button at any time to mute handset, headset or handsfree. The speaker light will flash slowly and you can hear the caller, but they cannot hear you. To switch mute on or off, press *Mute* .

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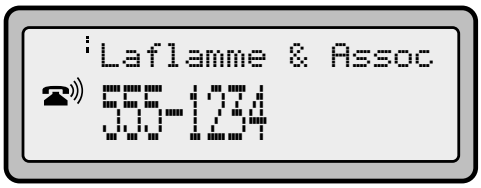
Receiving Calls

When a call is ringing at your extension, you will see the "Inbound Call" Screen. The line/call appearance light will flash quickly for the incoming call.



Answering an Incoming Call

To answer the call:

- For handsfree operation, press [speaker] or the line/call appearance button for the incoming call.
- Press [speaker] for handsfree or headset operation.

NOTE: The audio mode setting you have selected in the options list under 7. Headset Settings determines if the call goes to handsfree or headset operation. For more information, see the section **"Customizing Your Phone"** in the *9133i Installation Guide*.

- Lift the handset for handset operation.

If the phone is already connected to a call, pressing the line/call appearance button for the new incoming call automatically places the connected call on hold and answers the new call. To reconnect to a party, press the line/call appearance button for that call.

If you cannot answer the call, the caller goes to voicemail if voicemail has been configured for your extension.

NOTE: The [drop] button can be used to cancel the call pickup procedure.

Sending an Incoming Call to Voicemail

You can send an incoming call directly to voicemail without answering the call. To do this, press [drop] without picking up the handset. If you're already on the phone your incoming call should go directly to voicemail. Your phone screen will display a voicemail icon along with the number of waiting messages, if you have unheard messages (example: ×4).

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Handling Calls

When you are connected to a call, you can use the hard keys on the phone to place a call on hold, transfer a call, or conference.

Placing a Call on Hold

When you place a call on hold, only your phone can retrieve the call.

To place a call on hold:

1. Connect to the call (if not already connected).
2. Press the Hold key.

The line/call appearance light will begin to flash slowly and after a short time the phone will beep softly to remind you that you still have a call on hold. The screen displays "Call Held" with the line number the call is held at the phone.

NOTE: The phone will not beep to remind you that you still have a call on hold if you are connected to another call.

When on Hold

To let your caller know that they are still on hold, music plays softly (if this has been set up for your system). The call/line appearance light for the line you are on remains solid to indicate that you are still connected.

Automatic Hold

When juggling between calls, you do not have to press the hold button to go from one call to the next. The phone automatically puts your current call on hold as soon as you press a new line/call appearance button. If you have more than one call on hold, you can reconnect to a held call by pressing the line/call appearance button where that call is being held. Press to disconnect the call.

Transferring Calls

Blind Transfer

A blind transfer is when you transfer a call directly to another extension without consulting with the person receiving the call. To do this, simply complete the transfer immediately after you have entered the number. The call goes directly to the extension or outside line you transferred to. If the party you are transferring the call to does not answer, the transferred call rings back to your extension.

Consultive Transfer

You also have the option to consult with the person you are transferring the call to, before you complete the transfer. To do this, remain on the line until the receiving party answers the call. After consulting with the receiving party, you can either complete the transfer or cancel the transfer to go back to the original call.

To transfer a call to another extension:

1. Connect to the call you wish to transfer (if not already connected).
2. Press Xfer. You will hear a dial tone as a second line opens up.
3. Enter the extension number of the person you wish to transfer the call to, or dial the outside number of the person you wish to transfer the call to.
4. To complete a "blind" transfer, press Xfer again before the phone begins dialing. To complete a consultive transfer, remain on the

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line to speak with the party before pressing Xfer again. To cancel the transfer, select Cancel on the display screen.

Conferencing Calls

The 9133i phone system supports up to 3 parties (including yourself) in a conference call.

To create a conference call

1. Connect to the first party you wish to include in the conference (if not already connected).
2. Press Conf. A new line opens.

3. Enter the extension number, or dial the outside number of the person you wish to add to the conference.
4. Wait for the new party to answer. You can consult with the new party first before adding them to the conference.
5. To add the new party to the conference, press Conf again.
6. To drop a party from the conference, press Conf once more.
7. To exit the conference leaving the other two parties connected, disconnect by placing the handset back on-hook or by pressing .

You can use ▼ ▲ to scroll through and see the numbers and names (if available) of the parties in the conference call.

To conference two calls you are already connected to

1. Begin with active calls on two different lines.
2. Press Conf. A new line will open.
3. Press the line key of the call you wish to conference with.
4. Press Conf again. The two lines link into a conference call.

NOTE: When a name is displayed, pressing ▶ drops the displayed party from the call.

Ending Calls

To end a call, you first need to reconnect to the call if not already connected (for example, if your caller is on hold). Press to end the call. If connected through the handset, you can also place the handset back on hook to end the call.

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Managing Calls

The 9133i has several features that make it easier to make and manage calls, and to keep track of your caller history, as well as your business and personal contacts.

Directory List

The Directory List is your personal phone book, conveniently stored within your phone. You can enter up to 200 entries into the 9133i Directory by adding them manually, or by saving the number and name from other lists stored on your phone. Each entry can contain a maximum of 16 letters and numbers.

Accessing Your Directory

1. Press Directory. The directory displays the number of entries in your list. If the Directory list is empty, "Directory Empty/Use Save to add" is displayed.

2. You can access entries by pressing ▼ ▲ to scroll through the list.

3. To search for an entry by name, press the dial pad number corresponding to the first letter of the name (for example, press **7** for the letter **P**). Continue to press the dial pad number to access other letters on the same key (for example, press **7** three times for 'Ron'). If there are multiple entries under the same letter, you can use ▼ ▲ to scroll through the list, or continue to press the next letters of the name to find a better match.

4. To dial the displayed number press 🔊/↻ or just lift the handset or press any line keys.

5. Press Directory to cancel.

Saving Numbers and Names to the Directory

You can save a number to your Directory from your display during a call, from the Redial list or Callers list, or by entering a new number and name.

Saving from the Display

You can save the name and/or number displayed on your screen during a call to the Directory, or to one of your programmable keys.

1. Press Save during the call.

2. Press Directory or an empty programmable key. If a name is displayed both the number and name are saved in Directory or the programmable key. If no name or "Unknown Name" are displayed you can enter the name using the dial pad.

3. Press Save to finish.

Saving from Hard keys to the Directory

To save an entry from your Redial list or Callers list:

1. Press the desired hard key ☎ or R. From Callers or Redial, scroll through the list to find the name and number that you wish to save to your directory.

2. Press Save.

3. Press Directory. If the name is displayed with the number, both are saved to the Directory. If no name is displayed, you can enter the name using the dial pad.

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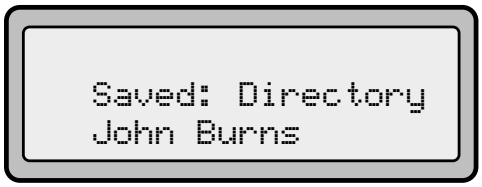
Entering a New Number and Name into the Directory

1. Press Save. At the "Save to?" prompt, press Directory.
2. Use the dial pad key to enter the number.

NOTE: To add a one second pause during number editing press ☎.

3. Press Save. At the "Enter Name" prompt, use the dial pad to select the letters. Continue to press the number key to access the next letter for that key (for example, press **2** three times to access **C**). Press ▶ to move to the next space, or wait a moment and the cursor automatically advances. To insert a space between letters, press ▶. To backspace and erase a mistake, press ◀ or Delete.
4. Press Save to finish.



Editing in Directory

To edit a listing in your directory:

1. Press Directory.
2. Access the entry you want to edit by pressing the first letter of the name on the dial pad, and ▼ ▲ to scroll through the list.
3. To begin editing press ◀. Press ◀ again to erase the numbers or letters to the left or use the dial pad to enter additional digits or characters once you have saved the number. If you don't want to change the number or name just press Directory at any time to exit.
4. Press Save to finish.

Deleting Items from Directory

There are two ways to delete calls from your directory.

To delete items one by one:

1. Press Directory.
2. Press ▼ ▲ to find the item you want to delete.
3. Press Delete, then Delete again at the prompt to erase the item.

To delete all items in the directory:

1. Press Directory.
2. Press Delete, then Delete again at the prompt to erase all items.

Callers List

The Callers list is a stored log of your incoming calls. The 9133i telephone stores information on up to 200 incoming calls in the Callers list. Your telephone logs the number and name (if available) of the caller, when they last called, and the number of times they tried to reach you.

When the Callers list is full, the oldest call records are deleted to accommodate the information of new callers.

If the telephone number of an incoming or outgoing call matches a number that you have programmed with a name in a programmable key or the Directory, the Callers list will display the name and number.

The display shows you how many callers have been added to the list since you last checked it.

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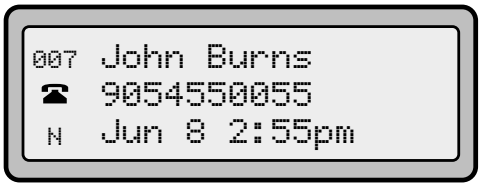
Caller's List Screen Display

✓450-349-0438	✓ means you have returned the call from the Callers list
N MAR 04 3:30PM 2X	N means a new call.
XX New Callers	When you're not on the telephone and not in the Callers list, the display shows you how many callers have been added to the list since you last checked it.
	Indicates an unanswered call in the Callers list.
	Indicates an answered call in the Callers list.
	Indicates a Call Waiting call in the Callers list.
	Incoming Call Waiting call.
John Burns 9054550055 Jun 8 2:41PM 2X	2X means this caller has called twice. The display shows the date and time of the last call from that caller.

Accessing the Callers List

1. Press ☎. Press ▼ ▲ to move through the Callers list. Press ▼ to see the most recent call, or ▲ to see the oldest call on your list.
2. To dial the displayed number just press 🔊/↻ or lift the Handset or press any line keys.
3. Press ☎ to cancel.



Editing in the Callers List

Important: The Callers list does not save changes. Editing in the callers list is generally used if you plan to call the number and need to add a prefix.

In the Callers list, if a dial pad key is pressed when a number and/or a name is displayed, the cursor will automatically add the digit at the left side of the number to enable the entry of the prefix.

1. Press ☎.
2. Press ▼ ▲ to find the entry you want to edit. Press ▼ to view the most recent call, or ▲ to see the oldest call on your list.
3. Press any key on the dial pad to begin editing.
4. To move the cursor one digit to the right, press ▶. To erase one digit to the left of the cursor, press ◀.
5. To dial the displayed number press 🔊/↻, or just lift the handset or press any line keys.

NOTE: To add a one second pause during number editing press ⤶.

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Deleting from the Callers List

There are two ways to delete calls from the Caller's list.

Deleting items one by one:

1. Press ☎.
2. Press ▼ ▲ to find the item you want to delete.
3. Press Delete, then Delete again at the prompt to erase the item.

Deleting All Calls:

1. Press ☎.
2. Press Delete, then Delete again at the prompt to erase all calls.

Programmable Keys

Speed dials can be programmed to dial directly to another person's line or extension, or set up to quickly access features such as Call return (*69), Voicemail, or Do Not Disturb (DND).

NOTE: Quick access features like Call return and Voicemail must first be configured on your PBX in order to work on your phone. See your system administrator for more information.

Do Not Disturb (DND)

One of your programmable keys can be configured into a Do Not Disturb (DND) function. This is done through the administrator level configuration files only. Talk with your system administrator if you would like the DND feature set up on your phone. See the *9133i Administrator's Guide Sample Configuration Files* for more information. Once DND has been configured, your programmable key switches DND on and off. If your phone shares a line with other phones, only your phone is affected by switching DND off or on. When DND is enabled on your phone, you see on the second row of your display. A caller trying to reach you hears a busy signal or recorded message, depending upon the server configuration.

Programming a Speed Dial Key

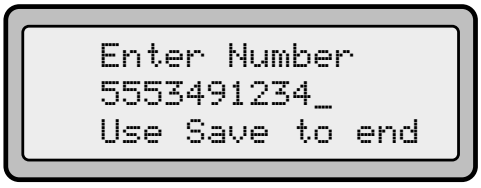
You can configure your Programmable Keys in two ways; either directly through the phone, or by using the Aastra web client. Your system administrator can also program these keys through the configuration files.

NOTE: If your system administrator has configured any of the programmable keys to be line keys, you cannot override them to make them speed dials. Please see your system administrator for more details.

Programming Keys Through your Phone

1. Press Save. The screen displays "Save to?"
2. Select a Programmable Key you wish to save to.
3. At the "Enter Number" prompt, use the dial pad key to enter the number.
4. Press Save.

NOTE: To add a one second pause during number editing press .



5. At the "Enter Name" prompt, use the dial pad keys to select the letters. Continue to press the number key to access the next letter for that key (i.e. press **2** three times to access **C**). Press ▶ to move to the next space, or wait a moment and the cursor will automatically advance. To insert a space between letters, press ▶. To backspace and erase a mistake, press ◀ or Delete. You can save up to 16 letters and numbers on each programmable key.

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6. Press Save to finish.

Saving from Hard keys to programmable keys

To save an entry from your Redial, Callers, or Directory lists:

1. Press the desired hard key ☎ or R. From Callers or Redial, scroll through the list to find the name and number that you wish to save to your speed dial.
2. Press Save .
3. Press the selected speed dial. If the name is displayed with the number, both are saved to the speed dial. If no name is displayed, you can enter the name using the dial pad.
4. Press Save to finish.

Editing a Programmable Key

You can edit a programmable key by:

1. Saving a new number to the key through the ☎, R or Directory keys on your phone, which overwrites the previous entry,
   or
2. Editing the key through the Aastra web client. See the section **"Programming Keys Through the Web Client"** on page 17 for information on how to access the web client. To edit your key, delete the previous entry and write your new entry in the space. Click on **Save Settings** to save your new entry.

Your system administrator can also edit your programmable key settings through the configuration files.

Deleting Programmable Key Items from Memory

You can delete a programmable key through the Aastra Web client. See the section **"Programming Keys Through the Web Client"** on page 17 .

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The Aastra 9133i Web Client

You can also program your speed dial keys through the Aastra 9133i Web Client.

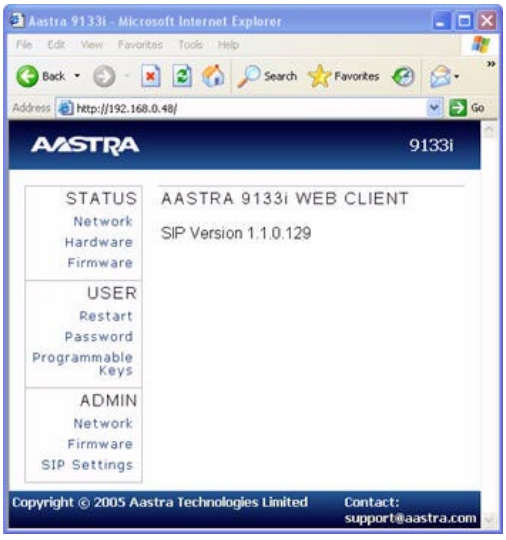
From this web client, you can change some settings and view information about your phone.

To access the Aastra 9133i Web Client, open your web browser and enter the 9133i IP Phone's IP address into the address field, starting with the web prefix "http://".

NOTE: the Aastra web client supports Internet Explorer and Gecko engine based browsers like Firefox, Mozilla or Netscape.

Accessing the Aastra web client

1. To access the IP address specific to your phone:
   a. Press *Options* , then select `10 Phone Status`.
   b. Under `Phone Status`, select `1 Network Port 1`, then scroll down to `IP Address:` to get your phone's IP address.
2. Open your web browser, and enter the 9133i phone's IP address into the address field, starting with the web prefix "http://"
3. On the side menu of the Aastra 9133i web Client, you will see three main categories: **Status**, **User**, and **Admin**.



Status: allows you to view your phone's network status and phone version information (network, hardware, and firmware).

Admin: contains administrator-only options to configure how the phone connects to voice services. These settings require an administrator password, and should only be accessed by your system administrator.

User: contains three options:

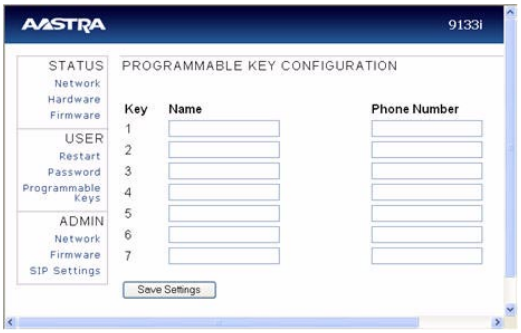
- Programmable keys
- Password
- Restart

Programmable Keys

This category allows you to configure what the programmable keys on your phone do.

Programming Keys Through the Web Client

1. Move your cursor to an empty line, and type in the name and number you wish to have as a speed dial (up to 16 letters and numbers maximum).
2. Click on **Save Settings** to finish.
3. To edit or delete programmable keys, erase the entry in the line you wish to edit, and re-type a new entry, if desired.
4. Click on **Save Settings** to finish.



If quick access features like Call return and Voicemail have been configured on your PBX, you can type the name

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of the quick access feature (i.e. Caller ID) and its corresponding access number (i.e.*69) in the name and number fields.

NOTE: If your system administrator has configured any of your programmable keys as line keys, you cannot override them.

Password

This category allows you to change the web-access password for your phone. Changing your password ensures that only you can alter your phone settings, and helps keep your system secure.

To set up or change your password:

1. If you do not yet have a password, leave **Current Password** field blank. If you do have a password, type it in after **Current Password**.
2. Type in your new password at **New Password**.
3. Type it in again at **Password Confirm**.
4. Click on **Set Password** to finish and set your new password.

NOTE: See your system administrator if you have forgotten your password.

Restart

This category lets you restart your phone. You may be required to do this if your system administrator changes your SIP or network settings.

To restart your phone:

1. Press the **Restart** button.

NOTE: this will restart the phone no matter what its current state is. You will **not** lose any of your stored information in your Callers, Redial or Directory listings.

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Limited Warranty

Aastra Telecom warrants this product against defects and malfunctions during a one (1) year period from the date of original purchase. If there is a defect or malfunction, Aastra Telecom shall, at its option, and as the exclusive remedy, either repair or replace the telephone set at no charge, if returned within the warranty period.

If replacement parts are used in making repairs, these parts may be refurbished, or may contain refurbished materials. If it is necessary to replace the telephone set, it may be replaced with a refurbished telephone of the same design and color. If it should become necessary to repair or replace a defective or malfunctioning telephone set under this warranty, the provisions of this warranty shall apply to the repaired or replaced telephone set until the expiration of ninety (90) days from the date of pick up, or the date of shipment to you, of the repaired or replacement set, or until the end of the original warranty period, whichever is later. Proof of the original purchase date is to be provided with all telephone sets returned for warranty repairs.

Exclusions

Aastra Telecom does not warrant its telephone sets to be compatible with the equipment of any particular telephone company. This warranty does not extend to damage to products resulting from improper installation or operation, alteration, accident, neglect, abuse, misuse, fire or natural causes such as storms or floods, after the telephone is in your possession.

Aastra Telecom shall not be liable for any incidental or consequential damages, including, but not limited to, loss, damage or expense directly or indirectly arising from the customers use of or inability to use this telephone, either separately or in combination with other equipment. This paragraph, however, shall not apply to consequential damages for injury to the person in the case of telephones used or bought for use primarily for personal, family or household purposes.

This warranty sets forth the entire liability and obligations of Aastra Telecom with respect to breach of warranty, and the warranties set forth or limited herein are the sole warranties and are in lieu of all other warranties, expressed or implied, including warranties or fitness for particular purpose and merchantability.

Warranty Repair Services

Should the set fail during the warranty period;

In North America, please call **1-800-574-1611** for further information.

Outside North America, contact your sales representative for return instructions.

You will be responsible for shipping charges, if any. When you return this telephone for warranty service, you must present proof of purchase.

After Warranty Service

Aastra Telecom offers ongoing repair and support for this product. This service provides repair or replacement of your Aastra Telecom product, at Aastra Telecom's option, for a fixed charge. You are responsible for all shipping charges. For further information and shipping instructions;

In North America, contact our service information number: **1-800-574-1611**.
Outside North America, contact your sales representative.

NOTE: Repairs to this product may be made only by the manufacturer and its authorized agents, or by others who are legally authorized. This restriction applies during and after the warranty period. Unauthorized repair will void the warranty.

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